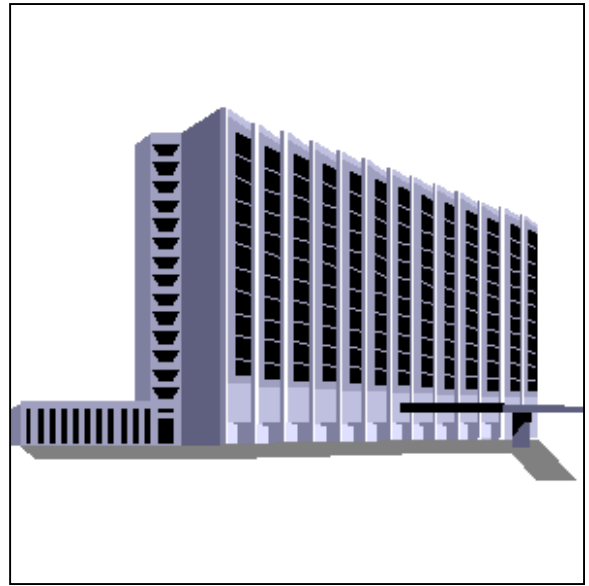


TENANT LAYOUT DRAWINGS

A GUIDE FOR SUBMITTING DRAWINGS FOR INTERIOR ALTERATIONS OF EXISTING COMMERCIAL BUILDINGS



WHAT REGULATIONS GOVERN ALTERATIONS TO EXISTING BUILDINGS

THE CODE OF VIRGINIA

The *Code of Virginia* requires that all alterations to existing structures comply with the Virginia Uniform Statewide Building Code (VUSBC). By reviewing plans, issuing permits, and performing field inspections, the Department of Public Works and Environmental Services (DPWES) and Office of Building Code Services (OBCS) help provide compliance with the provisions of the law.

VIRGINIA UNIFORM STATEWIDE BUILDING CODE

Fairfax County is required to enforce the VUSBC, which incorporates by reference the Building Officials and Code Administrators (BOCA) National Building Code, the BOCA Fire Prevention Code, the International Mechanical Code, the International Plumbing Code, the National Electrical Code and the Council of American Building Officials (CABO) Model Energy Code. These Codes may be purchased from Maps and Publications, located in the Government Center, 12000 Government Center Parkway, Suite 156, Fairfax, Virginia, 22035, telephone number is **703-324-2974**.

THE PERMIT APPLICATION CENTER OFFICE OF BUILDING CODE SERVICES

Hours of Operation for Walk-in Customers:
Monday - Thursday: 8:00 a.m. to 4:00 p.m.
Friday: 9:15 to 4:00 p.m.

Other publications and forms are
available on the DPWES website:
www.fairfaxcounty.gov/dpwes



Herrity Building
12055 Government Center Parkway
Fairfax, Virginia 22035
Telephone: 703-222-0801
TTY: 703-324-1877

Telephone Hours:
Monday - Thursday: 8:00 a.m. to 4:30 p.m.
Friday: 9:15 a.m. to 4:30 p.m.

HEALTH DEPARTMENT REQUIREMENTS

A separate review by the Health Department is required for child care facilities, eating establishments, offices which utilize x-ray equipment, tattoo establishments and commercial swimming pools. Check with the Health Department at **703-246-2510** to obtain specific requirements not contained herein. The Health Department is located at 10777 Main Street, Fairfax, Virginia 22030.

ANIMAL CONTROL REQUIREMENTS

A separate review by Animal Control is required for pet shops and businesses engaged in pet sales. Check with Animal Control at **703-830-3680** to obtain specific requirements. Animal Control is located at 4500 West Ox Road, Fairfax, Virginia 22030.

WHAT SPECIAL PROGRAMS ARE AVAILABLE

COMMERCIAL REVITALIZATION PROGRAM

The *Commercial Revitalization Program* promotes development in older and established areas of the County. The program provides expedited planning and zoning reviews, and facilitated site plan reviews, building plan reviews and permit issuance. Properties located in commercial revitalization districts are eligible to have a project manager whose responsibilities include arranging pre-submission conferences and team meetings to assist in resolving any zoning, site plan, and permit issues. The project manager will also actively track the project in each of the review stages. For more information about the program, contact the Permits Division at **703-324-1555**.

EXPEDITED BUILDING PLAN REVIEW PROGRAM

To help speed building plan reviews, OBCS offers an alternative process called the *Expedited Building Plan Review Program*. This program utilizes certified and pre-approved private sector Peer Reviewers to review the construction documents of a building for code compliance prior to submission to the County. Peer reviewed plans are expedited through the Building Plan Review process in half the time of a normally submitted plan. For more information about the program, contact the Building Plan Review Division at **703-324-1645**, or visit our web site at www.fairfaxcounty.gov/dpwes/epr.

WHERE TO APPLY FOR PERMITS

Application for building, electrical, mechanical and plumbing permits can be made at the Permit Application Center, OBCS, Herrity Building, 2nd floor, 12055 Government Center Parkway, Fairfax, Virginia 22035-5504, Monday through Thursday, 8:00 a.m. to 4:00 p.m., Friday, 9:15 a.m. to 4:00 p.m. telephone **703-222-0801**.

WHAT DO THE PERMITS COST

Permit, Fire and Health Department fees are all calculated separately. Call the Permit Application Center at **703-222-0801** to obtain information regarding building and trade permit fees. Call the Fire Marshal's Office at **703-246-4800** for current Fire Department fees. Call **703-246-2510** for the current Health Department fee structure. In addition to the permit fees, \$25 is charged for each review per discipline for revisions or corrections to the drawings.

WHAT ARE THE DRAWING REQUIREMENTS

Three comprehensive sets of drawings must be submitted; a fourth set must be included when a Health Department or Animal Control review is required. Health Department reviews shall be performed prior to reviews by the plumbing and electrical disciplines.

The construction documents must be drawn with sufficient clarity and detail to show the nature and character of the work to be performed. Minimum acceptable scales are 1/8 inch = 1 foot or a metric scale of 1:100. All drawings must be prepared in ink or equal on sheets no smaller than 21" x 30". Listed below is the minimum information which must be included on the drawings for each applicable discipline or department in order for the documents to be accepted by the County. This list is not all encompassing as additional requirements may apply.

ARCHITECTURAL

- Completed *Building Information Form*; attach to each set of drawings.
- Completed *Accessibility Compliance Form*; attach to each set of drawings.
- Code and code year used for the design.
- Use group, type of construction, address including suite number(s), floor(s) on which construction is taking place, and the tenant's full name.
- Key plans indicating location of work when multiple spaces are involved (e.g., malls, office buildings, etc.). A separate building permit is required for each tenant space in which construction will occur, or when one space is divided into smaller tenant spaces. The key plan may be drawn to a scale of 1/16 inch = 1 foot or a metric scale of 1:200.
- Architectural plan(s) showing all rooms' uses and dimensions.
- All fire resistance design numbers when fire rated assemblies are required.
- Dimensions of all corridors and aisles.
- All exitways.
- Door and hardware schedule.
- Partition schedule.
- Floor to ceiling height and height of floor to underside of lowest structural member.
- Sprinkler and monitoring information.
- Any additional details or sections necessary to accurately depict intended alterations.

ELECTRICAL

- Clear and legible electrical floor plans showing light fixtures, receptacle locations and branch circuits; number each branch circuit and identify each branch circuit's home-run.
- Locations of all existing and new electrical panels and equipment.
- Panel schedules and riser diagrams when new panels are installed or existing panels are upgraded. Schedules and diagrams shall show:
 - Size of feeder conductors and insulation types, conduit sizes and main overcurrent protection.
 - Load calculation in (KVA, KW or amperes) if load is being added to the panels.
- If a new sub-panel receives power from an existing panel and if load is being added to the sub-panel, then provide the following:
 - Panel schedules and ratings of the new and existing panels. Indicate if the panels are MCB or MLO. If MLO, indicate the sizes of the overcurrent protection of the feeders for the MLO panels. If MCB, indicate sizes.
 - Feeder conductor sizes and insulation types from existing to new panels.
 - Load calculations in KVA, KW, or Amperes of the existing panel. If the existing load is not available and cannot be calculated, the exact connected load of the existing panel from utility company or actual amperes continuously recorded over a minimum 30-day period by a recording ammeter connected to the highest loaded phase of the feeder or service are acceptable in lieu of the actual calculations. For calculated total load, provide total connected, total demand, continuous and non-continuous loads.
 - Fuse or circuit breaker sizes where the feeders for new panels are connected inside existing panels.
 - If tapping methods are used, indicate if there are provisions for such taps. If tapings are achieved by drilling or altering the lugs, indicate that a testing laboratory recognized by the Commonwealth of Virginia (e.g., UL) will retest the equipment after the alteration.
 - If transformers are involved, provide the ratings of the transformers (KVA), primary and secondary feeder conductor sizes, voltage levels, secondary and primary overcurrent protection ratings and grounding conductor sizes (noting "grounding per NEC" is not acceptable).
- If the work only involves adding loads to existing panels, provide the following:
 - Panel schedules of the existing panels.
 - Feeder conductor and MCB sizes of existing panels. If panels are MLO, indicate the sizes of the overcurrent protection of the feeders.
 - Load calculations in KVA, KW, or Amperes of the existing panel. If the existing load is not available and cannot be calculated, the exact connected load of the existing panel from utility company or actual amperes continuously recorded over a minimum 30-day period by a recording ammeter connected to the highest loaded phase of the feeder or service are acceptable in lieu of the actual calculations. For calculated total load, provide total connected, total demand, continuous and non-continuous loads.
- All exit, emergency and battery pack lighting locations and branch circuits.

MECHANICAL

- Location of new and existing equipment.
- Equipment schedule to include make, model number, BTU or kilowatt rating for heating and cooling, capacity in cubic feet per minute (cfm) or liters per second (L/s), minimum and maximum outside air in cfm or L/s and energy efficiency ratings (i.e., EER, COP, ATF, Combustion Efficiency).
- Outside air intake and exhaust air opening locations.
- Location and size of new and existing supply, return, transfer and exhaust diffusers, registers and grills. Indicate air flow in cfm or L/s.
- A duct or piping layout for the mechanical system showing all main trunk and branch sizes.
- Boiler details showing all safety devices.
- Detailed shop drawings for commercial hoods which shall include the following:
 - Hood dimensions.
 - Construction material.
 - Size, number and type of filters.
 - Output of exhaust fan in cfm or L/s.
 - Size and number of ducts.
 - Method of providing make-up air and amount.
 - Evidence of compliance with Chapter 5 of the International Mechanical Code or a report by an approved testing agency indicating compliance with UL 710 for factory-built hoods.
- Location of fire and smoke dampers and smoke detection devices.
- Mechanical smoke control system details.

Mechanical plans are not required for an existing mechanical system if no alterations are made to the system and/or the tenant walls or partitions.

PLUMBING

- Minimum number of plumbing facilities.
- Floor plans showing locations of all new and existing plumbing facilities and fixtures.
- Riser diagrams for all new plumbing fixtures, including drinking fountains and service sinks.
- Fixture connection schedule, including waste, vent, gas and hot and cold water connection sizes. Identify all fixture labels used on the plans and risers. Include backflow preventers and other water control equipment.
- Locations of all connections between new and existing piping.

- Gas piping riser showing the complete system including new and existing equipment, BTU or kilowatt input requirements and pipe sizes. Pipe sizes shall be based on 0.5 psi supply 0.60 specific gravity gas, a total system pressure loss of 0.5" water column and the International Mechanical Code. Include the fully developed length from the meter to the furthest gas fired regulators. Provide pressure drop calculations, if used.
- Three sets of utility site plans if any part of the proposed work is on the exterior of the structure.
- A complete plumbing demolition plan shall be provided for fixtures being relocated or removed. The floor plan and riser diagram shall indicate the type and quantity of fixtures being relocated or removed and the location of the capped piping.
- A *Film Developing Questionnaire* or an *Industrial Wastewater Discharge Application* must be completed and submitted to the Office of Waste Management for any tenant space which contains film developing or discharges chemical wastes into the drainage system.

FIRE MARSHAL

- A list of all hazardous chemicals, liquid, or other materials to be used, handled or stored in the space. Specify the quantity of the materials to be used, handled or stored. Specify the storage method, e.g., metal drums, glass bottles, plastic jugs, or cardboard boxes.
- Three sets of detailed shop drawings for all fire alarms, sprinkler systems, range hood tanks and/or other fire protection systems. Submit these separately to the Fire Prevention Division, 4100 Chain Bridge Road, 3rd Floor, Fairfax, Virginia, 22030; call **703-246-4800** for more information. Include manufacturers' cut sheets, model numbers, calculations, etc.
- Fixture details, i.e., shelving, racks, stock/storage, etc.
- Fire alarm device types, locations and candela ratings must be shown on the electrical drawings.

HEALTH DEPARTMENT

- Address and county tax map reference number.
- Name of establishment.
- For offices with x-ray equipment, provide the following:
 - Type of machine.
 - Kilo voltage of machine.
 - Intended use of machine.
 - Approximate expected workload per week in number of exposures per machine.
 - Milliamps per second per machine.
 - Structural details of the x-ray rooms and corridors.
 - Occupancy types of all adjacent areas.

- For eating establishments:
 - Food service menu.
 - Details of the water heater and other equipment, including the manufacturer and the model number of each item, BTU or kilowatt output and recovery rate in gallons per hour (GPH) or milliliters per second (mL/s) for producing 140° F/60°C water.
 - A layout of all food service equipment and plumbing fixtures for dishwashing, food preparation, food storage, service and bar areas.
 - A complete itemized list of the manufacturer's name and model number of all food service equipment.
 - Plumbing riser(s) and waste water diagrams.
 - Seating capacity and type of food service, i.e., carry-out, delivery or sit down.
 - Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.
 - A floor plan of the entire establishment drawn to scale.
- For public swimming pools, contact the Health Department at **703-246-2510**.
- For tattoo establishments
 - Details of the entrances, partitions, windows, openings, ventilation, vestibules, toilets and water supply.
 - List of equipment to be installed.
 - A note identifying water and sewage system types (public or private).
 - Finish schedule of floors, walls, and ceilings, including type of material and color. In some cases, a sample finish may be required.

WHEN ARE SEALED DRAWINGS REQUIRED

The Code of Virginia requires that building drawings, which meet the specific criteria outlined in Section 54.1-402, be signed and sealed by the responsible design professionals. These criteria differ for general (building), electrical and plumbing & mechanical designs. Design professionals are architects or engineers licensed by the Commonwealth of Virginia; licenses from other states or jurisdictions are not accepted. Each drawing sheet shall be signed, sealed and dated by the architect or engineer responsible for the design; a signed, sealed and dated cover sheet may substitute for this requirement if the cover sheet contains a table of contents. All signatures and dates must be originals; the sealed imprint may be copied. The following quick reference charts will help in determining if a signature and seal is required.

CHART A - GENERAL DESIGN

A proposed structure which is classified within any of the categories marked "Yes" requires an Architect/Engineer seal on the plans.

Use Group	Description	Area			Stories	
		5,000 SF/ 465 m ² and under	5,001 SF - 15,000 SF/ 466 m ² - 1,390 m ²	Over 15,000 SF/ 1,390 m ²	3 or less	Over 3
A**	Assembly	Yes	Yes	Yes	Yes	Yes
B	Business	*	Yes	Yes	"	Yes
E*	Educational (schools & day care centers)	Yes	Yes	Yes	Yes	Yes
F	Factory & Industry	"	"	Yes	"	Yes
H	High Hazard	Yes	Yes	Yes	Yes	Yes
I	Institutional	Yes	Yes	Yes	Yes	Yes
M	Mercantile	"	Yes	Yes	"	Yes
R-1	Hotel, Motel, Dormitory	Yes	Yes	Yes	Yes	Yes
R-2	Multi-Family Residential	"	"	"	"	Yes
R-3	1 & 2 Family Attached	"	"	"	"	Yes
R-4	1 & 2 Family Detached	"	"	"	"	Yes
S	Storage (Farm)	"	"	"	"	"
	Storage (Non-Farm)	"	"	Yes	"	Yes
U	Utility & Miscellaneous	"	"	"	"	"

* Educational type uses with a total occupant load less than 50 shall be classified as Use Group B.

** Assembly (churches, A-4) is exempt if building does not exceed 5,000 sf/465 m² or three stories, and the occupant load does not exceed 100.

Notes:

- 1. A local building official may require an A/E seal even if not required to do so by this chart.**
- The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including his/her occupation and address.
- The above chart applies to new construction and to additions or remodeling which involves a change in occupancy (i.e., use group), occupancy load (i.e., increase in allowable occupancy), modification of the structural system, change in access or exit, or increase in fire hazard. Additions or remodeling which do not involve any of these factors may not require an A/E seal under Section 54.1 of the Code of Virginia, although Notes 1 and 2 still apply.
- Any unique design of structural elements of floors, walls, roofs, or foundations requires an A/E seal, regardless of whether or not the remainder of the plan is required to have such certification.
- Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.

CHART B - ELECTRICAL DESIGN

A proposed electrical system which is classified within any of the categories marked "Yes" requires an A/E seal on the plans. Those marked with an asterisk may not require an A/E seal only if designed by a licensed master electrician or Class A electrical contractor (see Notes 2 and 4).

Use Group	Description	Buildings in Which Located				Electrical Systems			
		Stories		Occupant Load		Voltage		Amperage	
		3 or less	Over 3	100 or less	Over 100	600 or less	Over 600	800 or less	Over 800
A-1	Theatres	*	Yes	*	Yes	*	Yes	*	Yes
A-2	Dance Halls	*	Yes	*	*	*	Yes	*	Yes
A-3	Restaurants, etc.	*	Yes	*	*	*	Yes	*	Yes
A-4	Churches ONLY	*	Yes	*	*	*	Yes	*	Yes
A-5	Grandstands, etc.	*	Yes	*	*	*	Yes	*	Yes
B	Business	*	Yes	*	*	*	Yes	*	Yes
E	School & Day Care Centers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
F	Factory & Industry	*	Yes	*	*	*	Yes	*	*
H	High Hazard	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I	Institutional, general	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I	Day Nurseries & Clinics without life support systems	*	Yes	*	*	*	Yes	*	Yes
M	Mercantile	*	Yes	*	*	*	Yes	*	Yes
R	Residential	*	Yes	*	*	*	Yes	*	Yes
S	Storage (Farm)	*	«	«	«	«	«	«	«
	Storage (Non-Farm)	*	Yes	*	*	*	Yes	*	Yes
U	Miscellaneous	*	Yes	*	*	*	Yes	*	Yes

Notes:

- 1. A local building official may require an A/E seal for electrical work even if not required to do so by this chart.**
2. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including his/her occupation and address.
3. The above chart applies both to new construction and to additions or remodeling.
4. The exemption for electrical contractors and electricians is applicable only when both design and installation are under his/her direction or control.

CHART C - PLUMBING & MECHANICAL DESIGN

A proposed plumbing or mechanical system which is classified within any of the categories within any of the categories marked "Yes" requires an A/E seal on the plans. Those marked with an asterisk may not require an A/E seal only if designed by a person licensed as a master plumber, master mechanical worker, or Class A contractor in those specialties by written examination (see Notes 3 and 5).

Use Group	Description	Buildings in Which Located				Plumbing & Mechanical Systems (see Note 1)	
		Stories		Occupant Load		Below Threshold Level	Above Threshold Level
		3 or less	Over 3	100 or less	Over 100		
A-1	Theatres	*	Yes	*	Yes	*	Yes
A-2	Dance Halls	*	Yes	*	*	*	Yes
A-3	Restaurants, etc.	*	Yes	*	*	*	Yes
A-4	Churches ONLY	*	Yes	*	*	Yes	Yes
A-5	Grandstands, etc.	*	Yes	*	*	*	Yes
B	Business	*	Yes	*	*	*	Yes
E	School & Day Care Centers	Yes	Yes	Yes	Yes	Yes	Yes
F	Factory & Industry	*	Yes	*	*	*	Yes
H	High Hazard	Yes	Yes	Yes	Yes	Yes	Yes
I	Institutional, general	Yes	Yes	Yes	Yes	Yes	Yes
I	Day Nurseries & Clinics without life support systems	*	Yes	*	*	*	Yes
M	Mercantile	*	Yes	*	*	*	Yes
R	Residential	*	Yes	*	*	*	Yes
S	Storage (Farm)	*	«	«	«	«	«
	Storage (Non-Farm)	*	Yes	*	*	*	Yes
U	Miscellaneous	*	Yes	*	*	*	Yes

Notes:

1. The "Threshold Level" is defined in the law as "Plumbing and mechanical systems using packaged mechanical equipment, such as equipment of cataloged standard design which has been coordinated and tested by the manufacturer, which comply with all applicable codes. These mechanical systems shall not exceed gauge pressures of 125 PSI/860 kPa, other than refrigeration, or temperatures other than flue gas of 300°F/150°C..."
2. **A local building official may require an A/E seal for plumbing and mechanical systems even if not required to do so by this chart.**
3. The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including his/her occupation and address.
4. The above chart applies to both new construction and to additions or remodeling.
5. The exemptions for plumbers, HVAC workers, and mechanical contractors are applicable only when both design and installation are under his/her direction or control.

WHAT IS THE PERMIT PROCESS

The review process begins when the drawings are complete and have been submitted, along with a building permit application, to the Permit Application Center on the second floor of the Herrity Building. The permit will be "logged in," a permit number will be assigned to identify the project and a plan tracking number will be assigned to identify the drawings. The drawings will then be forwarded to the Building Plan Review Division for review by all applicable disciplines and agencies unless the project qualifies for walk-thru review as described below.

When reviews have been completed the drawings will be retained by the Building Plan Review Division for pick-up by the permit applicant. If all reviews have been approved, the permits may be issued; however, if one or more reviews have not been approved, corrections must be made to provide compliance with the requirements of the applicable discipline or agency. Review comments may be sent to the applicant in letter form or may be attached to the documents in the form of a checklist. Checklists are also available for pick-up at the Building Plan Review Division's receptionist desk after each individual review is complete.

PLAN STATUS

Plan status can be obtained during office hours by calling **703-222-0114**. Plan status can also be obtained 24 hours a day, 7 days a week by calling an automated line at **703-222-5155** or by using Building Code Services Online at www.fairfaxcounty.gov/isisnet. In all cases, please have the permit number and plan number (the number following a "Q" on the building permit application) ready. When using the automated line, be sure to press the appropriate number for *Plan Status*.

CORRECTIONS/REVISIONS

Corrections (alterations made prior to permit issuance) to the drawings may be made in pen on the original plans. Revisions (alterations made after permit issuance) to drawings must be made on new sheets with a minimum size of 21"x30". Details on 8½"x11" paper stapled to the construction documents are not acceptable. If there is insufficient room on a sheet for additional details, then a new sheet shall be provided. When submitting corrections or revisions, a *Revision Form* is required to be fully completed and submitted with the drawings.

WALK-THRU

Tenant spaces smaller than 4500 sf/420 m², which do not include major structural work such as mezzanines, may be reviewed as a walk-thru. Walk-thru reviews are performed every Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. and 4:00 p.m. If a Health Department review is also required, the plans must first be approved by the Health Department prior to submittal as a walk-thru; however, the Health Department does not conduct walk-thru reviews. Each applicant may submit one walk-thru plan at a time. It may not be possible to complete all the necessary reviews on the day the plans are submitted, in which case the plans will be held over until the next walk-thru day.

Drawings which are complicated in nature and require extra review time may be removed from the walk-thru process for individual trade reviews.

WHEN AND WHERE TO CALL FOR INSPECTIONS

Pursuant to the VUSBC, it is the responsibility of the permit holder or the permit holder's representative to notify the county when the stages of construction that require an inspection are reached. All ladders, scaffolds and test equipment required to complete an inspection or test shall be provided by the property owner, permit holder or their representative.

The Inspection Request Center's telephone number is **703-222-0455**. Please call between the hours of 8:00 a.m. and 4:20 p.m., Monday through Friday, except on county holidays. Please have your permit number available to give to the inspection request operator.

Customers may also use the telephone Automated Inspection Request System (AIRS), at **703-222-2474**, or Building Code Services Online, at *www.fairfaxcounty.gov/isisnet*, 24 hours a day, seven days a week, to schedule and cancel inspections. Request made prior to 11:59 p.m. will be scheduled for the next working day.

FOR FURTHER INFORMATION ON PERMIT REQUIREMENTS FOR TENANT LAYOUTS, PLEASE CONTACT THE PERMIT APPLICATION CENTER AT 703-222-0801. FOR FURTHER INFORMATION CONCERNING BUILDING CODE REQUIREMENTS, PLEASE CONTACT THE BUILDING PLAN REVIEW DIVISION AT 703-222-0114.

**FAIRFAX COUNTY AGENCIES TO CONTACT
FOR INFORMATION ON TENANT LAYOUTS**

REQUIREMENTS FOR PERMITS	Permit Application Center Office of Building Code Services, DPWES 12055 Government Center Parkway, 2nd Floor Fairfax, Virginia 22035-5504 703-222-0801 703-324-1877 (TTY)
FIRE MARSHAL REQUIREMENTS	Fairfax County Fire Department Fire Marshal's Office 4100 Chain Bridge Road, 3 rd Floor Fairfax, Virginia 22030 703-246-4800
HEALTH DEPARTMENT REQUIREMENTS	Division of Environmental Health Health Department 10777 Main Street Fairfax, Virginia 22030 703-246-2510 www.fairfaxcounty.gov/service/hd
BUILDING PLAN REQUIREMENTS	Building Plan Review Division Office of Building Code Services, DPWES 12055 Government Center Parkway, 3rd Floor Fairfax, Virginia 22035-5504 703-222-0114
PUBLIC WATER	Fairfax County Water Authority 8560 Arlington Boulevard, Box 1500 Merrifield, Virginia 22116 703-698-5600 or 703-698-5800 703-698-7025 (TTY) www.fcwa.org
PUBLIC SEWER	Office of Waste Management, DPWES 12000 Government Parkway, 3rd Floor Fairfax, Virginia 22035-0059 703-324-5015
REQUEST INSPECTIONS	Inspection Request Center Office of Building Code Services, DPWES 12055 Government Center Parkway, 3rd Floor Fairfax, Virginia 22035-5504 703-222-0455 (voice) 703-222-2474 (AIRS) www.fairfaxcounty.gov/isisnet

This document is available in an alternative format upon request. Please contact the ADA representative for the Department of Public Works and Environmental Services, Room 646, the Herrity Building, 12055 Government Center Parkway, Fairfax, Virginia 22035-5502. Call 703-324-1828. Allow seven days for preparation of material.